

Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MID AMERICA MALL MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619 Web Site:
<http://>

PUBLIC NOTICE SIGN POSTING REQUIREMENTS FOR PLANNED DEVELOPMENTS, SPECIAL USE PERMITS, USE VARIANCES, NEW CONSTRUCTION SITE PLAN REVIEW & ZONING DISTRICT MAP AMENDMENTS

The requirement for posting signs is intended to provide notice to interested parties in the vicinity of the subject property. The sign provides notice to individuals that are missed by the written notice sent to residential and commercial property owners via the U.S. Postal Service, i.e. tenants, homeowners who have tax bills sent to mortgage companies, and owners outside the required mailing notice radius from the property.

The standards and specifications found below are intended to implement the public notice sign posting requirements of Joint Ordinance #4909 as adopted by the Memphis City Council and Shelby County Commission.

STANDARDS AND SPECIFICATIONS:

The subject property of the proposed zoning amendment shall be posted with a sign(s) in accordance with the following specifications:

1. Location: a) Signs shall be posted along the frontage of the nearest street right-of-ways with the largest traffic volumes as determined by the Office of Planning & Development within 30 feet of each major roadway entrance to the development, with a preference to the ingress side of the entrance drive or if the tract is vacant then one sign shall be posted per 600 feet of street frontage or fraction thereof. The terminus of a stub street, which abuts adjacent undeveloped property is deemed to constitute street frontage for the purpose of providing posted notice signs. A separate sign shall be posted at each street terminus notwithstanding the 600 foot requirement above. If there is no abutting public street, then signs shall be posted along the exterior boundary lines of the subject property and within a distance of 300 feet along each major private drive providing access thereto. If more than one road/street abuts the property, then at least one sign shall be erected per street frontage. Additional signs may be required as otherwise determined by the Office of Planning and Development.

b) Each sign shall be placed no closer than five (5) but no more than 15 feet from the right-of-way line, visible from each public street on which the subject property has frontage, provided, however, that where said property is improved by a building, which is less than fifteen (15) feet from the street property line, the sign may be placed on the front side of the building or on a front door and/or window of the building.

c) Signs shall not be placed in the clear sight triangle of a street intersection or erected in the public right-of-way.
2. Size and Type: Each sign shall be two (2) feet by three (3) feet in size made of waterproof corrugated plastic in accordance with standards and specifications provided by the Office of Planning & Development. A sample sign with letter color, typefaces and sizes is attached-see pages 3 and 4.
3. Sign Permit Fees: Signs required by these regulations are not subject to any Memphis and Shelby County sign permit fees.
4. Content of Notice: Signs shall be prepared using templates or attachable letters. Hand lettered signs are not acceptable. The required sign message content shall include:
 - a) City of Memphis & Shelby County logo and address.
 - b) The title "PUBLIC NOTICE"
 - c) Type of action/application
 - d) "Public Hearing Will Be Held"
 - e) Case No. XXX XX-XXX XX
 - f) "Information: 576-6619"
 - g) Language stating that "Defacing, tampering or removal of the sign by anyone other than the owner or his agent is an illegal act and the person who defaces or removes the sign without permission of the owner will be penalized".
 - h) Other information as OPD may determine to be necessary to adequately notify the public of the pending land use application.
7. Responsibility for Installation and Removal: The applicant shall be solely responsible for the construction, installation, and removal of the signs(s) and the associated costs.
8. Any sign erected shall be maintained in good condition throughout the posting period by the applicant up to the time of hearing. If the sign is damaged, vandalized or removed prior to the public hearing the applicant shall be responsible for a one-time replacement of the sign within 72 hours of notification.

9. Comprehensive Zoning Amendment. Posting shall not be required when (a) the hearing involves an application for pertaining to a comprehensive Zoning Map amendment initiated by OPD when such application involves 10 or more parcels of land.
10. The sign(s) shall be erected at least 10 calendar days prior to any public hearing date of the Memphis & Shelby County Land Use Control Board, the Memphis City Council and/or Shelby County Commission. Applicants may temporarily remove the sign(s) after each public hearing, provided they reinstall the sign(s) at least 10 days prior to the next public hearing. The sign(s) shall be removed within 10 working days following final action by the City Council or Shelby County Commission. For New Construction Site Plan Review the sign(s) shall be posted a minimum of 14 days prior to anticipated administrative approval.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Post Sign 10 Days Prior To LUCB Meeting				Post Sign 10 Days Prior To County Commission Meeting	Post Sign 10 Days Prior To City Council Meeting
				LUCB Public Hearing		
	County Commission Public Hearing	City Council Public Hearing			Post Sign For "New Construction Site Plan Review" 14 Days Prior To Anticipated OPD Administrative Approval	
				Last Day To Remove LUCB Sign		
	Last Day To Remove County Comm. Sign	Last Day To Remove City Council Sign			Remove "New Construction Site Plan Review" Sign	

11. Should such sign notice not be posted, the public hearing scheduled for the Land Use Control Board, City Council or County Commission shall be postponed to the next available meeting date subject to meeting posting requirements.
12. At the hearing, the applicant shall submit a signed affidavit stating that the time and date that the sign(s) were installed on the property and a photograph of the sign(s) on the day of posting and provide a copy of the sign purchase receipt or rental contract.

AFFIDAVIT

Shelby County
State of Tennessee

I, _____, being duly sworn, deposes and says that at _____ am/pm on the _____ day of _____, 200__, he/she posted a Public Notice Sign(s) pertaining to Case No. _____ at (address) _____ providing notice of a Public Hearing before the _____ Land Use Control Board, _____ Memphis City Council, _____ Shelby County Board of Commissioners for consideration of a proposed Land Use Action (_____ Planned Development, _____ Special Use Permit, _____ Use Variance, _____ New Construction Site Plan Review, _____ Zoning District Map Amendment), a photograph of said sign(s) being attached hereon and a copy of the sign purchase receipt or rental contract attached hereto.

Owner, Applicant or Representative

Date

Subscribed and sworn to before me this _____ day of _____, 200__.

Notary Public

My commission expires: _____

13. Please provide any comments on your experiences with implementing the sign posting requirements as they applied to you below and forward them to the staff planner who handled your application. You may use another sheet if you need additional space.

2 Feet

66 PT Blank

78 PT Times

New Roman

78 PT Italics

27 PT Times NR

24 PT Blank

Memphis and Shelby County
Office of Planning and Development
CITY HALL 125 NORTH MAIN STREET, SUITE 476 MEMPHIS, TENNESSEE 38103-2084

216 PT

Arial Red

Logo

130 PT

x

101 Pth



PUBLIC NOTICE

216 PT

Arial Red

48 PT

Blank

105 PT

Arial

AN APPLICATION HAS
BEEN FILED FOR A

105 PT

Arial

48 PT

Blank

150 PT

Arial Italics Red

PLANNED

150 PT

Arial Italic
Red

DEVELOPMENT

48 PT

Blank

105 PT

Arial

ON THIS PROPERTY.

94 PT

Blank

105 PT

Arial

A PUBLIC HEARING
WILL BE HELD.

105 PT

Arial

36 PT

Blank

84 PT

Arial

CASE NO: P.D. 02-300 CC

Optional Pre-masked Letters

36 PT

Blank

For Sign Reuse

84 PT

Arial

INFORMATION: 576-6619

48 PT

Blank

21 PT

Arial

DEFACING, TAMPERING WITH OR REMOVAL OF THIS SIGN BY ANYONE OTHER THAN THE PROPERTY OWNER
OR HIS AGENT IS PROHIBITED BY CITY OF MEMPHIS & SHELBY COUNTY ORDINANCES

65 PT Red Border

3 Feet

Two (2) Color Imprint - Red & Black

Case Numbers may be premasked computer cut black vinyl letters to allow sign to be utilized for future postings under a separate application & new case number.

Allow 7 days production time by Sign Company from date of order.

Memphis and Shelby County
Office of Planning and Development
CITY HALL, 125 NORTH MAIN STREET, SUITE 100, MEMPHIS, TENNESSEE 38103-2441

PUBLIC NOTICE

AN APPLICATION HAS BEEN FILED FOR A **PLANNED DEVELOPMENT** ON THIS PROPERTY.

A PUBLIC HEARING WILL BE HELD.

CASE NO: P.D. 02-3XX CC
INFORMATION: 576-6619

OPTIONAL: The applicant may be required to file a plan of development with the application. The plan of development should be submitted to the City of Memphis, Office of Planning and Development, City Hall, 125 North Main Street, Suite 100, Memphis, Tennessee 38103-2441.

Memphis and Shelby County
Office of Planning and Development
CITY HALL, 125 NORTH MAIN STREET, SUITE 100, MEMPHIS, TENNESSEE 38103-2441

PUBLIC NOTICE

AN APPLICATION HAS BEEN FILED FOR A **SPECIAL USE PERMIT** ON THIS PROPERTY.

A PUBLIC HEARING WILL BE HELD.

CASE NO: S.U.P. 02-2XX CC
INFORMATION: 576-6619

OPTIONAL: The applicant may be required to file a plan of development with the application. The plan of development should be submitted to the City of Memphis, Office of Planning and Development, City Hall, 125 North Main Street, Suite 100, Memphis, Tennessee 38103-2441.

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PUBLIC NOTICE

AN APPLICATION HAS BEEN FILED FOR A **USE VARIANCE** ON THIS PROPERTY.

A PUBLIC HEARING WILL BE HELD.

CASE NO: U.V. 02-0XX CO
INFORMATION: 576-6619

OPTIONAL: The applicant may be required to file a plan of development with the application. The plan of development should be submitted to the City of Memphis, Office of Planning and Development, City Hall, 125 North Main Street, Suite 100, Memphis, Tennessee 38103-2441.

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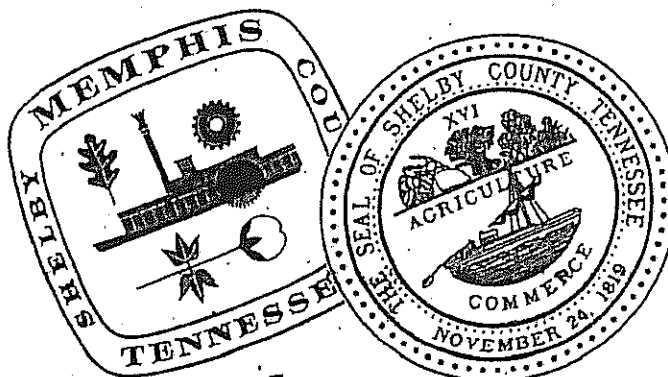
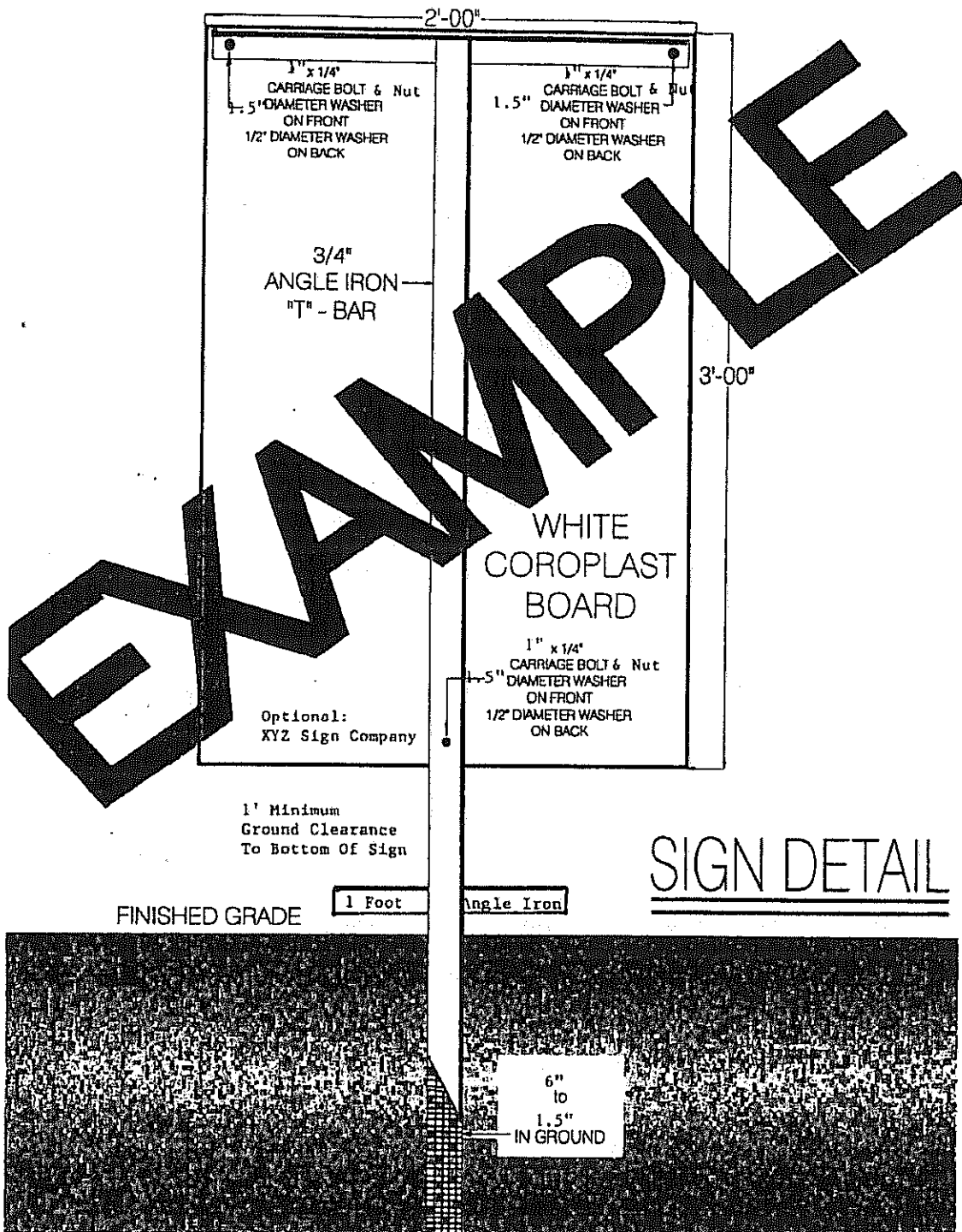
PUBLIC NOTICE

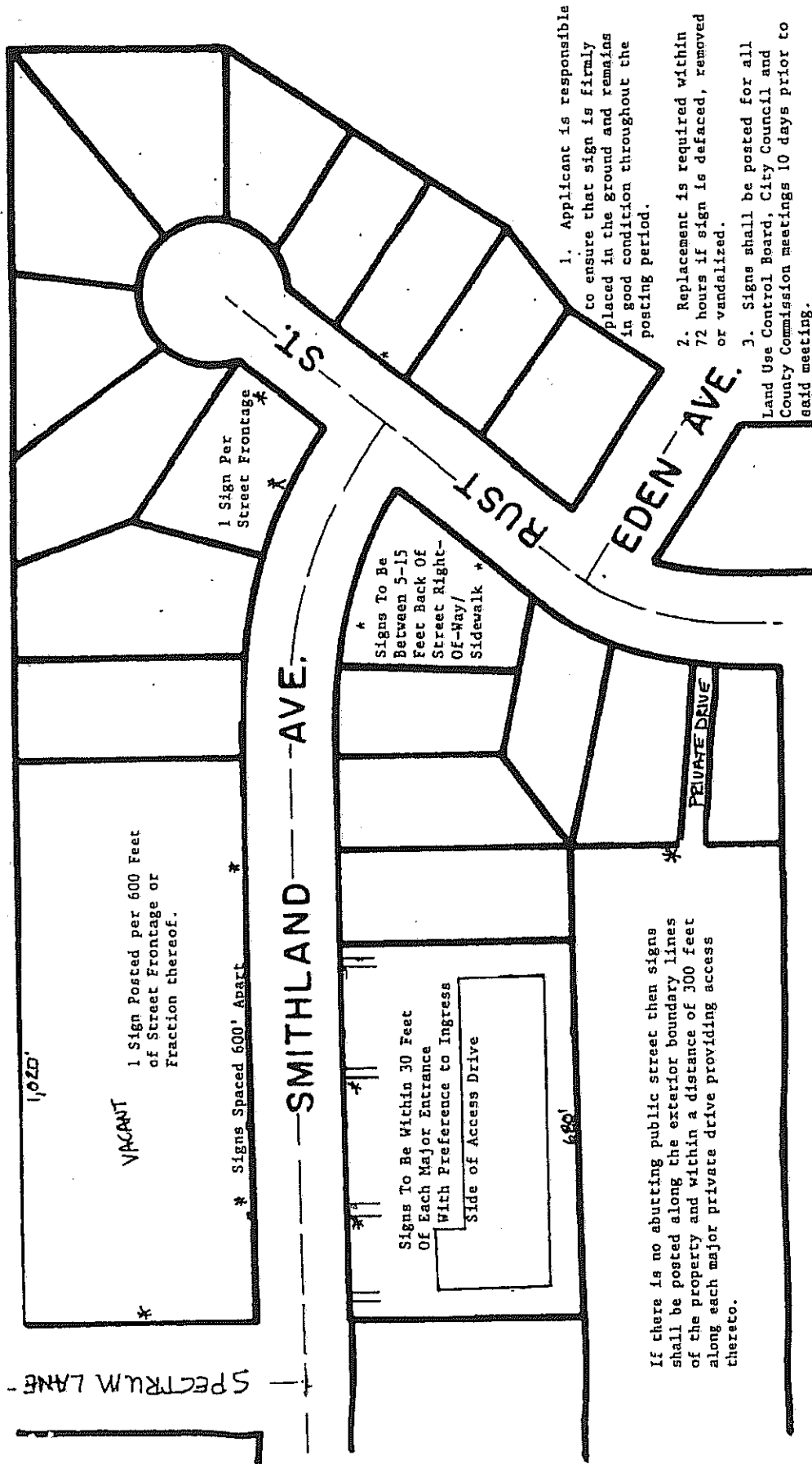
AN APPLICATION HAS BEEN FILED FOR A **CONVICT/STRIKOR W/AD ADMISSION** ON THIS PROPERTY.

A PUBLIC HEARING WILL BE HELD.

CASE NO: Z 02-1XX CC
INFORMATION: 576-6619

OPTIONAL: The applicant may be required to file a plan of development with the application. The plan of development should be submitted to the City of Memphis, Office of Planning and Development, City Hall, 125 North Main Street, Suite 100, Memphis, Tennessee 38103-2441.





1. Applicant is responsible to ensure that sign is firmly placed in the ground and remains in good condition throughout the posting period.
2. Replacement is required within 72 hours if sign is defaced, removed or vandalized.
3. Signs shall be posted for all Land Use Control Board, City Council and County Commission meetings 10 days prior to said meeting.